

## Mayor's Office: Council Agenda Item Request Form

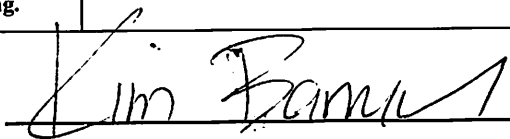
*This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.*

Date Received

(office use)

Date of Request	4-4-18
Requesting Staff Member	Holly M. Yocom, Director of Community Service Dept.
Requested Council Date	4-10-18
Topic/Discussion Title	Consent to increase Fleet Replacement Fund with the purchase of a water truck for the Equestrian Park.
Description	The Fleet Board approved the Equestrian Park's request to purchase a water truck, increasing by one the number of vehicles in the Fleet Replacement Fund. We seek the Council's approval of the fleet increase. The purchase of the water truck cost is funded by the Equestrian Park's 2018 equipment fund. Future costs will be brought back to council for approval when those costs are known.
Requested Action <sup>1</sup>	Consent
Presenter(s)	Holly M. Yocom, Director of Community Services Dan Hayes, General Manager SMG
Time Needed <sup>2</sup>	NA
Time Sensitive <sup>3</sup>	No
Specific Time(s) <sup>4</sup>	No
Contact Name & Phone	Holly M. Yocom, X87051
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



<sup>1</sup> What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

<sup>4</sup> If important to schedule at a specific time, list a few preferred times.



## REQUEST TO THE FLEET MANAGEMENT BOARD

Part of the responsibility of the County's Fleet Management Board, under County Policy 1350, "Countywide policy on Vehicles", is to:

- Approve the expansion in the number of vehicles.
- Approve any request by a user organization to purchase a vehicle, and
- Ensure that County vehicles have a justifiable business need.

If your organization wishes to obtain an additional new or used vehicle, the Fleet Management Board asks that the following questions be answered. Your completed response is to be submitted to the Director of Salt Lake County Fleet Management, who will in turn submit your answers to the Fleet Management Board for approval to proceed with the acquisition.

*Note: if requesting multiple vehicles and the anticipated type of use differs among those vehicles, please submit a separate form for each category of use.*

*Your request must be on this form. One sided only do not copy two sided. Do not make changes to the letterhead.*

*Signature section must be completed to obtain approval of the Fleet Management Board.*

*Form must be submitted one week before Fleet Management Board Meeting.*

*Have a representative from your agency at the Fleet Management Board meeting that your request is presented.*

*Provide all Accounting codes; If using project costing codes please include.*

Date form completed: February 7, 2018

APPROVED  
FLEET BOARD  
DATE 3-21-2018

Name and organization number of County Agency requesting a vehicle

- Agency Name: **Equestrian Park**
- Department ID: **3560000000**

Please answer the following questions:

1. Number of vehicle(s) vehicles you are requesting: (1) **One**
2. Type of vehicle(s) you are requesting: **10 Wheel Dump Truck – seeking a cascade vehicle in 2019 from Public Works.**
3. Estimated cost of vehicle(s), this will be provided by Fleet Management:
4. Consult Fleet Management in providing added up-fit cost:

5. Application or function of requested vehicle: **10-Wheel Dump Truck – used to haul manure offsite and to move material around the park property.**
  6. Provide an estimated yearly mileage for each vehicle being requested: **10,000 Miles**
  7. Is the need for the vehicle(s) requested related to a program expansion? **No**
    - If “Yes”, please explain program expansion:
    - If “No”, please provide justification/need of additional vehicles(s):
  8. How are you currently managing without the vehicle(s) requested? **We have hired Public Works to haul manure offsite. Due to this cost we are only accomplishing the minimum required by the South Jordan Fire Marshal (manure pile is a fire risk).**
  9. Is this request based on a Grant? If “Yes”, please explain Grant. **No**
  10. Does the organization have sufficient approved funding to fund the initial purchase cost of the vehicle(s)? If “No”, how does the organization plan on funding this request? **Yes, we are seeking a dump truck cascade in 2019 from Public Works.**
  11. Describe why this purchase is economically justified, and why this acquisition would be a better option than renting vehicles as needed from the County Fleet Motor Pool. **This purchase is economically justified as it is necessary to complete important daily job functions at the Equestrian Park. Purchasing this item is a better option than renting due to the daily demands on the vehicle.**
  12. What are the “outcome measures” to your organization that will be derived from having this vehicle(s)? **To remove manure from equestrian boarding activities from the park grounds to minimize fire risk and other nuisances for the park’s neighbors (residential and city park).**
  13. Is there any reason why the vehicle(s) needed should not be a participant in the Fleet Replacement Fund? **No, Funding for this vehicle to participant in Fleet’s replacement fund will be requested through normal budget requests.**
  14. Will this vehicle be a take home vehicle and if so why is the vehicle needed on a take home basis? **No.**
  15. Other Comments:
-

## APPROVALS

### REQUESTING DIVISION

(This section must be completed to obtain approval of the Fleet Management Board)

Print Name of Division Director: Daniel Hayes

Signature Approval of Division Director:

Date of Division Director Approval: February 9, 2018

Print Name of Department Director: Holly Yocom

Signature Approval of Department Director:

Date of Department Director approval:

Holly Yocom

Digitally signed by Holly Yocom  
Date: 2018.02.14 15:31:19 -07'00'

Print Name of Fiscal Approval: Jon Datch

Date of Fiscal Approval: 2/14/18

Signature Division Fiscal Approval:

Accounting Code:

If using Project Costing Please Provide Codes:

356099-4- EPEC one-time equipment Allocation

Fund: 186

Agency:

Department ID: 3560990000 Program:

### FLEET MANAGEMENT DIVISION DIRECTOR

Print Name of Fleet Management Director: Greg Nuzman

Signature Approval of Fleet Management Director:

Date of Signature:

3/29/18

### CHAIRMAN, FLEET MANAGEMENT BOARD

Print Name of Fleet Management Board Chairman: Phil Launette

Signature Approval of Fleet Management Board Chairman:

Date of Signature:

3/21/18