



WASILLA POLICE DEPARTMENT

250 N. KNIK STREET
WASILLA, AK 99654-7014
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Council Memorandum No. 95-16

1-31-95

From: Irl T. Stambaugh, Chief of Police

Thru: John Stein, Mayor

To: Wasilla City Council

Subject: Vehicle Purchase

During the last month Mr. Dvorak and I have met on several occasions in an attempt to determine the least expensive means for his department to obtain a vehicle that would be shared on an as needed basis with other city departments (refer to attached memo from Mr. Dvorak).

It was determined that one of the vans currently used by the police department was ideally suited for the needs of the city, the vehicle can be easily converted to a city vehicle by removing the red lights and police sticker on the vehicle. Other markings on the vehicle and the radio will remain with the vehicle.

Prior to going to bid for a vehicle I made a preliminary inquiry as to the cost of a new vehicle and learned that Nye Ford had been awarded a bid from the state of Alaska for seventy fully equipped police vehicles at a cost of \$21,706. per vehicle, if we included the full coverage service and warranty agreement that is currently in place with our other vehicles and costs \$5,000. and include the price of a radio system for \$1,000. this is still a savings of \$2,800., compared to a single vehicle purchase price of \$24,506.

APPROVED

DATE: 2/13/95

BY: [Signature]

Per City of Wasilla Code 6.24.020 B. PURCHASING AGENT
(Which states in part).

The purchasing agent shall have the authority to join with other units of governments in cooperative purchasing ventures when the best interests of the city would be served thereby, and same is in accordance with the city and state law. (Ord. W80-A-1, 1980)

Based on the above purchasing code I think that it would be cost effective and appropriate to purchase a vehicle by including our purchase with the state bid.

For the City of Wasilla to include our vehicle with the State purchase Nye requires a purchase order no later than February 15, 1995. Based on the savings involved I would request that you approve the issuance of a purchase order during the meeting of February 13, 1995.

Thank you for your prompt attention on this matter, I am available at your convenience for questions or comments.



CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 95-16

From: City Planner

Date: January 24, 1994

Subject: Transfer of a mini-van from the Wasilla Police Department to the City of Wasilla Administration.

BACKGROUND

The City Administration has been working with the Matanuska-Susitna Borough to complete the delegation of planning and zoning authority to the City of Wasilla. The delegation may take place very soon now and staff is trying to ensure that all support equipment and facilities essential to the successful function of the Planning Office is in place. One item that is still needed to fulfill the zoning investigation and enforcement function is a marked city vehicle.

As noted in the attached memorandum, dated October 15, 1993, the Wasilla Planning Commission recommends that the planning office be provided a vehicle for its use. In order to fulfill the functions of zoning investigation for variances, conditional use permits and rezones, staff will be required to go to various city neighborhoods during the day when many residents are not at home. The benefits of a marked city vehicle over a personally owned vehicle to fulfill essential planning and zoning functions provides a measure of accountability to the public. In addition, when staff contacts property owners and residents to investigate zoning requests or complaints, a marked vehicle will help to identify the driver as a city worker and not a total stranger. In these cases, a marked city vehicle would also be a visual indication to residents of an active planning and zoning program provided by the City. When staff must gain access to property during the day when many residents are not at home, residents are much less likely to be alarmed or suspicious of someone "cruising" their neighborhood or "trespassing" on their land.

At the present time, staff does not believe that the planning function alone can justify the allocation of a full time vehicle reserved for its use. Staff has conferred with the City Clerk and the Mayor's Office about the idea of sharing a vehicle. If approved for transfer, the mini-van would be transferred to the City Administration and a sign-out sheet would be placed in the Mayor's Office to check out the keys to the vehicle as needed. The vehicle would be available for official City business only and would be checked out on a first-come, first served basis. The vehicle could be reserved for special City functions such as transporting VIP's and other special visitors to the City.

Discussions with Police Chief, Irl Stambaugh, indicate that the all-wheel drive Ford Aerostar mini-vans have not held up as well as the department would like. The vehicles have suffered a number of mechanical failures that, while not usually of a serious nature, have cost the department in terms of downtime and inconvenient vehicle scheduling. These vehicles, which have only about 35,000 to 40,000 miles, have extended warranties which are good for another 3 or 4 years. Based on the expected use by Administration and the Clerks office, it is expected that the demands placed on these vehicles will be much more in line with their design capabilities. The Police Department will replace the transferred vehicle with a vehicle of different and stronger design.

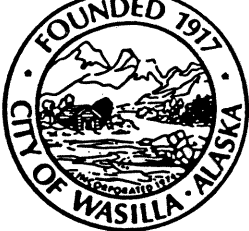
Funding for the mini-van may be allocated out of the Capital Vehicle Replacement Fund. The Planning Department has contributed \$5,000 per year for the last 2 years. In addition, the Clerks Office and Finance Department (previously know as municipal services) have also contributed \$10,000 to the fund. Since the original cost of the Ford Aerostar was \$22,000 to \$23,000, in 1993 there should be enough money in the fund to reimburse the cost of the used mini-van.

Chief Stambaugh has also indicated that the light bar and radio equipment can be retained on the vehicle by putting yellow inserts in the light bar and leaving a crystal for the public works "channel" in the radio. This would provide an additional use for the vehicle as a back-up response vehicle for disaster or public works emergency. Future disaster preparedness plans for the City can take into account the availability of this City asset and determine how it can best be utilized in time of need.

Staff recommends that you allocate funds to the Police Department for vehicle acquisition so that a Ford Aerostar mini-van can be transferred to the City Administration for the above referenced purposes.



Duane Dvorak,
City Planner



CITY OF WASILLA

290 E. HERNING AVE.

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MEMORANDUM

October 15, 1993

TO: WASILLA CITY COUNCIL
MAYOR JOHN STEIN

FROM: WASILLAS PLANNING & UTILITIES COMMISSION
GENE WICKER, CHAIRMAN

RE: WASILLA PLANNING POWERS AND FUNDING REQUEST

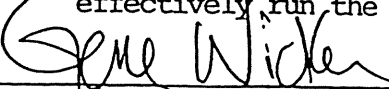
The Wasilla Planning & Utilities Commission voted on December 14, 1992 to go on record supporting the transfer of planning powers from the Matanaska-Susitna Borough to the City of Wasilla. Resolution No. 92-16 was submitted to the Wasilla City Council and was accepted by the Council in January 1993.

This memorandum will serve to enforce the Wasilla Planning & Utilities Commissioners desire to have the planning powers removed from the Borough and administered by the Wasilla Planning Department.

We understand that the funding of the planning department by the Borough is in question. Therefore, considering the importance of being able to administer the planning powers in Wasilla, the Wasilla Planning & Utilities Commissioners voted at the regularly scheduled meeting of the Wasilla Planning & Utilities Commission on May 25, 1993 to further go on record as requesting complete funding from the City of Wasilla for the Planning Department for the Fiscal Year Ending June 30, 1994. This issue was postponed by the Council until after the election which was held on October 5, 1993.

Therefore, since this issue will be scheduled for consideration at the Council meeting to be held on October 25, 1993, we submit the Wasilla Planning Department funding request for the balance of FY94 as follows:

- One Full Time Planner
- One Full Time Code Compliance Officer
- One Full Time Clerk
- One Vehicle for Planning Department Use
- All Computer Equipment and Supplies
- All Office Equipment and Supplies
- All Materials and Services such as: Advertising, Postage, Forms, Travel, Training (Education), Legal, etc.
- Office Space for all Planning Department Staff
- All Other Items as needed to establish and efficiently and effectively run the Wasilla Planning Department.

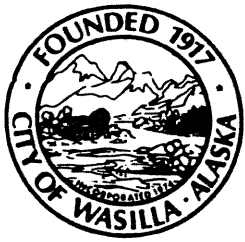

Gene Wicker, Chairman

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Received from
Finance Jan. 1995

VEHICLE FUND STATUS					
	FUND BALANCE	BEGINNING		PURCHASES/	ENDING
	ALLOCATION	BALANCE	REVENUE	ENCUMBER	BALANCE
F	ADM	\$0.00	(\$5,555.48)	\$0.00	(\$5,555.48)
Y	MUN. SVC	\$0.00	\$0.00		\$0.00
9	PUBLIC WKS	\$0.00	(\$4,502.00)	\$0.00	(\$4,502.00)
0	POLICE	\$0.00	\$0.00	\$0.00	\$0.00
	PLANNING	\$0.00	\$0.00	\$0.00	\$0.00
	GRADER	\$0.00	\$0.00	\$0.00	\$0.00
	TOTALS	\$0.00	(\$10,057.48)	\$0.00	(\$10,057.48)
	FUND BALANCE	BEGINNING		PURCHASES/	ENDING
	ALLOCATION	BALANCE	REVENUE	ENCUMBER	BALANCE
F	ADM	(\$5,555.48)	(\$405.95)	\$1,296.19	(\$4,665.24)
Y	MUN. SVC	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)
9	PUBLIC WKS	(\$4,502.00)	(\$20,000.00)	\$22,794.16	(\$1,707.84)
1	POLICE	\$0.00	\$0.00	\$0.00	\$0.00
	PLANNING	\$0.00	\$0.00	\$0.00	\$0.00
	GRADER	\$0.00	\$0.00	\$0.00	\$0.00
	TOTALS	(\$10,057.48)	(\$25,405.95)	\$24,090.35	(\$11,373.08)
		BEGINNING		PURCHASES/	ENDING
	ALLOCATION	BALANCE	REVENUE	ENCUMBER	BALANCE
F	ADM	(\$4,665.24)	(\$1,980.26)	\$281.12	(\$6,364.38)
Y	MUN. SVC	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$10,000.00)
9	PUBLIC WKS	(\$1,707.84)	(\$20,000.00)	\$19,855.00	(\$1,852.84)
2	POLICE	\$0.00	\$0.00	\$0.00	\$0.00
	PLANNING	\$0.00	\$0.00	\$0.00	\$0.00
	GRADER	\$0.00	(\$40,000.00)		(\$40,000.00)
	TOTALS	(\$11,373.08)	(\$66,980.26)	\$20,136.12	(\$58,217.22)
		BEGINNING		PURCHASES/	ENDING
	ALLOCATION	BALANCE	REVENUE	ENCUMBER	BALANCE
F	ADM	(\$6,364.38)	(\$2,020.98)	\$0.00	(\$8,385.36)
Y	MUN. SVC	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)
9	PUBLIC WKS	(\$1,852.84)	\$0.00	\$0.00	(\$1,852.84)
3	POLICE	\$0.00	(\$224,710.00)	\$219,493.00	(\$5,217.00)
	PLANNING	\$0.00	\$0.00	\$0.00	\$0.00
	GRADER	(\$40,000.00)	(\$5,000.00)		(\$45,000.00)
	TOTALS	(\$58,217.22)	(\$231,730.98)	\$219,493.00	(\$70,455.20)
		BEGINNING		PURCHASES/	ENDING
	ALLOCATION	BALANCE	REVENUE	ENCUMBER	BALANCE
F	ADM	(\$2,887.36)	(\$3,498.54)	\$1,647.20	(\$4,738.70)
Y	MUN. SVC	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)
9	PUBLIC WKS	(\$2,350.84)	(\$50,000.00)	\$37,798.10	(\$14,552.74)
4	POLICE	(\$5,217.00)	(\$45,000.00)	\$22,095.95	(\$28,121.05)
	PLANNING	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)
	GRADER	(\$50,000.00)	(\$10,000.00)		(\$60,000.00)
	TOTALS	(\$70,455.20)	(\$113,498.54)	\$61,541.25	(\$122,412.49)
REVISED					
	BUDGET	BEGINNING		PURCHASES/	ENDING
	ALLOCATION	BALANCE	REVENUE	ENCUMBER	BALANCE
F	ADM	(\$4,738.70)	(\$2,800.00)	\$5,000.00	(\$2,538.70)
Y	MUN. SVC	(\$10,000.00)	\$0.00	\$0.00	(\$10,000.00)
9	PUBLIC WKS	(\$14,552.74)	(\$30,000.00)	\$28,000.00	(\$16,552.74)
5	POLICE	(\$28,121.05)	(\$50,000.00)	\$0.00	(\$78,121.05)
	PLANNING	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$10,000.00)
	GRADER	(\$60,000.00)	(\$10,000.00)	\$0.00	(\$70,000.00)
	TOTALS	(\$122,412.49)	(\$97,800.00)	\$33,000.00	(\$187,212.49)

\$20,000 available from
Mun. SVC and Planning



WASILLA POLICE DEPARTMENT

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Nye Ford
Attn: Mr. Mike Ragg, Fleet Sales
Mile 40 Parks Highway
Wasilla, Alaska 99654

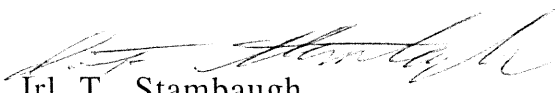
Re: Vehicle Purchase

Mr. Ragg;

It is the intent of the City of Wasilla, Wasilla Police Department to purchase one Crown Victoria, Police Package vehicle by including our purchase with State of Alaska bid # SEF-369.

It is understood that this purchase is contingent on City council approval.

Thank you in advance for your assistance on this matter.


Irl T. Stambaugh
Chief of Police