

Memorandum

To: Grayson Bottom, City Manager

CC:

From: Lisa Anders, City Clerk

Lisa

Date: 3/14/2008

Re: Administrative Vehicle

As you will recall, the 2007-2008 budget included the replacement of the Administrative Vehicle. The proposal was for the purchase of a sports utility type vehicle with the trade in of the 1999 Windstar van.

The 1999 Windstar van was purchased as a used vehicle and has been used by all city departments as transportation to various meetings and training sessions all across the state. It has served the city well but is showing signs of wear and tear with some safety concerns.

Staff request authorization to surplus the Windstar and trade it in on a Programmed Vehicle that is no more than two years and with no more than 20,000 miles.