



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** 01-28-2019

SUBJECT: Authorize the City Manager to execute a Master Open-End Vehicle Lease Agreement between the City of North Richland Hills and Commercial Vehicle Leasing, LP, d/b/a D&M Leasing, for the Crime Victim Assistance Program using BuyBoard Contract #572-18.

PRESENTER: Mike Young, Assistant Chief

SUMMARY:

Staff is proposing a vehicle lease agreement between the City of North Richland Hills ("NRH") and Commercial Vehicle Leasing, LP, d/b/a D&M Leasing, to provide three vehicles for transportation for the Victim Assistance Coordinator and two Victim Assistance Specialists under the requirements of the Crime Victim Assistance Program.

GENERAL DESCRIPTION:

The partner cities of NRH, Haltom City, Richland Hills, and Watauga entered into a Joint Crime Victim Assistance Program Interlocal Agreement ("Agreement") effective October 1, 2018 to provide prompt, comprehensive and compassionate victim services to all victims of violent crime in the four cities. On call 24 hours/7days a week, the Program Coordinator and two Specialists require transportation to travel throughout the four-city area.

A lease between NRH and Commercial Vehicle Leasing, LP, d/b/a D&M Leasing, for three vehicles will fulfill this essential component of the program. NRH will maintain the vehicles in good repair, condition and working order. NRH will furnish all parts, mechanisms, devices and labor required to keep the vehicles in such condition and will pay all costs of the vehicles' operation. The overall expenses for the vehicles will be shared among the partner cities based on call load within each jurisdiction.

The City of North Richland Hills is a member of several inter-local groups and utilizes existing contracts with vendors through local government purchasing cooperatives. Commercial Vehicle Leasing, LP, d/b/a D&M Leasing has submitted a lease agreement using BuyBoard contract #572-18. State law authorizes a local government to purchase goods or services from other local governments or cooperative entities satisfying any requirement to competitively bid the item. City staff is recommending leasing these vehicles through this BuyBoard contract. Using a lease agreement is in keeping with the requirements of a cash match by the city to fulfill the obligations to obtain the overall grant funding for this program.



The proposed lease dates will match the term of the current Victim Assistance Grant and may renew with whole year terms upon the continuation of the program. The total monthly payment plus fees for the duration of the lease will cost no more than \$2,000. This lease will continue for a period of up to 36 months, at which point, the vehicles may be purchased by the city for one dollar or disposed of by the leasing company with the proceeds being returned back to the program. The total cost of the program will not exceed \$72,000. Specific vehicles will be selected based on availability at the time of executing the lease agreement. As provided in Section 3, Scope of Services of the agreement between the partner cities, additional program expenses for equipment needed to effectively provide services to crime victims will be shared with the partner cities based on percentages outlined in the agreement.

RECOMMENDATION:

Authorize the City Manager to execute a Master Open-End Vehicle Lease Agreement between the City of North Richland Hills and Commercial Vehicle Leasing, LP, d/b/a D&M Leasing, for the Crime Victim Assistance Program using a BuyBoard Contract.