



AGENDA REPORT

Police Department

DATE:	December 20, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Bisa French, Chief of Police
Subject:	Proposed Purchase of Sleeper Trailer from Midway Trailers, Inc.
FINANCIAL IMPACT:	American Rescue Plan Act funds will be utilized for the purchase of the trailer in an amount not to exceed \$184,000. This purchase will most likely fall within the “Replacing Lost Public Sector Revenue” category.
PREVIOUS COUNCIL ACTION:	n/a
STATEMENT OF THE ISSUE:	The Police Department currently has 38 sworn vacancies and regularly needs to hold over officers for mandatory overtime shifts in order to maintain minimum staffing levels. The Department seeks to purchase a bunkhouse trailer for temporary housing to enable officers to rest between their work shifts and other job responsibilities.
RECOMMENDED ACTION:	APPROVE and APPROPRIATE the use of American Rescue Plan Act Funds, in the amount of \$184,000 (including tax), for the purchase of a Bunk House Trailer from Midway Trailers, Inc. – Police Department (Chief Bisa French 510-621-1802).

DISCUSSION:

The Richmond Police Department maintains minimum staffing levels of a lieutenant, watch commander, two patrol sergeants, and nine patrol officers per shift in order to provide basic police services in a City that is 52 square miles and is populated by over 116,000 residents. Due to 38 sworn vacancies in the Department, officers are frequently

required to work on their days off or work extended shifts to meet minimum staffing requirements. Since July 1, 2022, officers have worked over 1,172 mandatory shifts and over 168 extended shifts.

A police officer's job responsibilities do not end after their 10-hour or 12.5-hour shift because they often have to appear in court, attend meetings, or participate in mandatory training sessions after their shift. These additional responsibilities often result in officers working 18-hour shifts and having minimal rest between their next shifts or driving home.

Since July 1, 2022, the Department has hired two officers while losing twelve officers to retirements and resignations. In numerous exit interviews of officers who have resigned to work at other agencies, an overwhelming critique of the Department is the need to work mandatory shifts and the impact these shifts have on officers and their families. City staff believes a bunkhouse trailer would help alleviate some of these stressors, assist with providing effective police services, and support our recruiting and retention efforts.

The around-the-clock nature of the policing profession has always necessitated temporary housing for police officers, but the current staffing crisis has exacerbated the problem. Oftentimes, officers sleep in their personal cars in the Department's parking lot or find an empty office in the building to rest. Earlier this year, an officer was involved in a car accident after he fell asleep while driving home and there are countless stories of officers needing to pull off the freeway in order to not fall asleep while driving home. In a recent poll of the Department, 77 percent of respondents (72 officers) stated they would use a bunkhouse trailer if made available.

The Police Department seeks to purchase the bunkhouse sleep trailer through a piggyback procurement. Richmond Municipal Code §2.52.330 *Piggyback Procurement* authorizes the City's Purchasing Manager to purchase equipment when the pricing and terms have been previously established by another public agency. The U.S. General Services Administration (USGSA) assists other government agencies in buying goods and services by pre-negotiating contracts. On July 28, 2022, the USGSA issued a solicitation for two bunkhouse trailers on behalf of the Department of Veterans Affairs. On August 10, 2022, the USGSA awarded the contract to Midway Trailers, Inc. as the most responsive bidder. Midway Trailers, Inc. has offered to extend the discounted pricing to the City of Richmond.

Midway Trailer's, Inc. did not include sales tax on the attached quote; however, the City of Richmond is required to pay tax on any tangible item purchased for its own use. The following breakdown reflects the grand total, including sales tax, as shown below:

2023 Diamond Cargo	
Sleeper Bunkhouse Trailer	
Price:	\$ 149,900.00
Mattresses:	\$ 7,979.00
Shipping (est.):	\$ 9,900.00
Tax:	\$ 15,393.20
+/-:	\$ 827.80
Grand Total:	\$ 184,000.00

DOCUMENTS ATTACHED:

Attachment 1 – U.S. Department of Veterans Affairs Contract
Attachment 2 – Midway Trailers, Inc. Quote
Attachment 3 – RMC 2.52.330 Piggyback Procurement
Attachment 4 – Piggyback Justification