



# Agenda Report

June 16, 2025

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT:** **AUTHORIZE THE CITY MANAGER TO ENTER INTO A LONG-TERM EQUIPMENT LOAN AND EVALUATION AGREEMENT IN A FORM APPROVED BY THE CITY ATTORNEY FOR ACCEPTANCE OF FORD LOANER VEHICLES WITH FORD MOTOR COMPANY**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3), the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to accept the no cost Long-Term Equipment Loan and Evaluation Agreement for Ford loaner vehicles from Ford Motor Company.

## **BACKGROUND:**

The Ford Motor Company has offered to provide the City of Pasadena Ford loaner vehicles at no cost to the City to offset the ramifications of the January 2025 wildfires and to show support and appreciation for our efforts in the recent wildfire response. The number and type of vehicles loaned will vary based on need and availability. The loaning of the vehicles is contingent on the approval and authorization of the Ford Motor Company's Long-Term Equipment and Evaluation Agreement. The agreement lays out the loan provisions and requirements, including but not limited to: *Equipment Loan, Delivery and Return of Equipment, Maintenance and Repairs, Insurance, etc.*

The Ford Motor Company has the loaner vehicles in stock and ready for immediate delivery. The Department of Public Works Building Systems and Fleet Management (BSFMD) intends to receive these vehicles, outfit them for City use, and provide these loaner vehicles to subsidize and make whole Departments who's fleet were damaged, lost, or affected as a result of the wildfires.

The City of Pasadena Manual of Personnel Administrative Rules in Section 10. Financial Policies 4.c.iii. outlines: *Offers of cash or items valued more than \$10,000 must be accepted by the City Council. Donations valued at more than \$10,000 shall be accepted through a written agreement consistent with these guidelines, reviewed by the City Attorney's Office and approved by the City Council.* Accepting this donation is consistent with City goals and objectives and is in the City's best interest per the personnel handbook rules on gifts per 10.F.4.b: *Designated donations shall only be accepted when they have a purpose consistent with the City of Pasadena's goals and objectives and are in the best interest of the City of Pasadena. The public trust shall always be considered, and all applicable laws shall be complied with when accepting a donation or gift.*

Staff recommend the City Manager to enter into a Long-Term Equipment Loan and Evaluation Agreement in a form approved by the City Attorney with the Ford Motor Company and accept the Ford loaner vehicles offered for City use. If approved, the loaner vehicles will be additional or temporary replacement units within several City Department's fleet and be utilized to address critical operational needs. The make and model of the Ford loaner vehicles will be intended to be similar to the other or previous vehicles within the various City Department's fleet, and the Fleet Maintenance Division has the necessary experience to service and maintain the vehicle.

The City plans on accepting loaner vehicles shortly upon approval of this proposed agreement, including eight (8) Ford F250 trucks, two (2) Ford Explorers, two (2) Ford Rangers, and one (1) Ford F450 truck to act as temporary replacements for City vehicles from the Public Works and Housing Departments which were destroyed in the fire. The City tentatively plans on keeping the loaner vehicles for approximately nine (9) months.

#### **COUNCIL POLICY CONSIDERATION:**

This authorization furthers the City Council's Strategic Plan goal to maintain fiscal responsibility and stability by accepting Ford Motor Company's no cost loaner vehicles to offset the impacts of the January 2025 wildfires on the City's fleet.

#### **ENVIRONMENTAL IMPACT:**

The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b)(3), the "Common Sense" Exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

**FISCAL IMPACT:**

The approval of the agreement for the loaning of Ford vehicles is at no cost to the City of Pasadena. There are no anticipated fiscal impacts to City of Pasadena.

Respectfully submitted,



---

GREG DE VINCK, P.E.  
Director of Public Works

Prepared by:



---

Thanos Gauthier  
Deputy Director of Public Works

Approved by:



---

MIGUEL MÁRQUEZ  
City Manager