



## CITY COUNCIL MEMORANDUM

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**TO:** Matthew R. Schmitz, MPA - City Manager

**FROM:** Travis Foley – Utilities Director

**DATE OF MEETING:** November 10, 2025

**ITEM TITLE:** Utilities Dept. 2026 One-Ton Truck - Authorization for Purchase

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### **BACKGROUND:**

In the FY2026 Budget, we budgeted \$45,000 for a truck for the lab at the Treatment Plant. As we considered making this purchase, and as discussed with the Council at a former Work Session, we felt it made more sense to purchase another 1-ton truck and use one of the older trucks for the lab.

### **DISCUSSION:**

Attached are the three bids that we received for a one-ton truck.

The lowest bid received was from Dunlap Motors, for \$46,545.00, which is just over the budgeted \$45,000 amount, and the reason for bringing this before the Council for consideration.

Per the City's established purchasing policy, the City Manager has the authority to approve purchases up to \$50,000, but because this item exceeds the budgeted amount, we felt it best to come before the Council for approval.

### **RESULTS:**

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of **supporting high-quality City services**. This item helps achieve that vision by providing adequate equipment for Staff to perform their jobs as effectively and efficiently as possible.

### **FINANCIAL CONSIDERATION:**

This was budgeted in FY2026 as \$45,000 for the purchase of a smaller truck for the lab technician to use. As explained in the Background above, staff believes the department should have an additional one-ton truck and is therefore requesting authority to exceed the budgeted amount by \$1,545.00.

### **RECOMMENDATION:**

Staff recommends the City Council approve the proposal from Dunlap Motors in the amount of \$46,545.00 for the Utilities Dept. 2026 One-Ton Truck and authorize the City Manager to execute the necessary paperwork to facilitate the purchase of the truck.