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Public Works

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## MEMORANDUM

Equipment Maintenance  
Roadway Maintenance  
Collection & Drainage  
Building & Grounds  
Engineering

To: Mayor and City Council Members

CC: Rich Klimes, Interim City Administrator

FROM: Patrick Lynch, Assistant City Engineer

DATE: December 09, 2019

RE: Request Approval for Purchase of Truck for Engineering

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### INTRODUCTION:

During the 2019/2020 budget process, Engineering was granted \$22,400.00 for the purchase of a new truck. At this time Stew Hansen Dodge has quoted a price to the City of Muscatine of \$22,522.92.

### BACKGROUND:

Engineering has been tasked with managing the permitting process for work done within the City's rights-of-way. Due to the sheer volume of permits within the City's rights-of-way, Engineering will be hiring a full-time employee to manage this process after January 1, 2020. This employee will need a vehicle to travel around the City inspecting open permits as well as keeping an eye out for those violating current ordinances.

### RECOMMENDATION/RATIONALE:

Staff recommends that Council purchase this truck from the lowest price bid of \$22,522.92 from Stew Hansen Dodge. This request has been reviewed by the City Finance Director who confirmed that the fund balance in the Equipment Replacement Reserve is sufficient to fund this purchase in the current year. The \$122.92 over budget will be absorbed from the Engineering Budget.

Staff requests that Council authorize the issuance of a purchase order to Stew Hansen Dodge in the amount of \$22,522.92 for the purchase of this truck.

### BACKUP INFORMATION:

N/A