

MEMORANDUM

To: City of Seguin Mayor, Council Members, and City Manager
From: Pamela Centeno, Director of Planning & Codes
Through: Rick Cortes, Deputy City Manager
Subject: **Purchase of two trucks for the Planning & Codes department, as approved in the FY 24/25 general fund capital equipment budget of the City of Seguin**
Date: June 24, 2025

Background

Over the past five years, due to the rapid growth and the increase in the number of building permits and building inspections, the City of Seguin added two new positions to the Building Inspections division within the Planning & Codes department. Vehicles were not purchased for these two new positions when they were added. Currently one of the building inspectors uses the Planning division's SUV. The department was also provided with an older vehicle previously used by another department to utilize until new vehicles could be purchased. The building inspections, code compliance, and health divisions within the department use their vehicles on a daily basis to conduct inspections throughout the city. The purchase of two new trucks is necessary to ensure the department is able to continue fulfilling its responsibilities for the City of Seguin.

Action Requested

Staff is requesting approval for the purchase of two 2025 Chevrolet Silverado 1500 Crew Cab trucks for the Planning & Codes department through the City's BuyBoard contract in the amount of \$111,412.00.

Procurement Methodology & Funding Source

Funding for the purchase of this capital equipment was approved in the FY 24/25 general fund budget of the City of Seguin in the amount of \$116,000. The quote for the two trucks is within the budgeted amount for the purchase.

Staff Recommendation

Staff has reviewed the specifications of the two trucks and recommends approval of the purchase of two trucks from Caldwell Country Chevrolet through the City of Seguin's BuyBoard contract in the amount of \$111,412.00.

Attachments

- Resolution authorizing the purchase of two trucks for the Planning & Codes department
- Caldwell Country Chevrolet BuyBoard Quote
- Itemized Truck Equipment Uplifting Quote