

MEMORANDUM

DATE: January 6, 2026

TO: Honorable Mayor and City Commission

VIA: Sarah Kirkland, Public Works Director
James Slaton, City Manager

FROM: Nancy C Hernandez, Public Works Operation Manager

RE: Approval of Airport Ford F-250 Vehicle Purchase

SYNOPSIS: Staff is recommending City Commission approval for the purchase of one (1) Ford F-250 truck for the Airport, which was budgeted for in the adopted fiscal year budget but was inadvertently omitted in the prior vehicle procurement memo on November 4, 2025.

RECOMMENDATION

It is recommended that the City Commission take the following action(s):

1. Approve the sixty (60) month lease-purchase of the vehicle listed on the attached Bancorp Lease Schedule.
2. Authorize the City Manager to execute the necessary documents on behalf of the City.

BACKGROUND

During the recent vehicle procurement agenda, one Airport-assigned vehicle—a Ford F-250—was inadvertently not included in the list presented to the City Commission. The vehicle was identified as part of the Airport’s fleet needs and was included in the adopted budget; however, due to the timing and compilation of the vehicle list, it was omitted from the prior agenda item.

This item is being brought forward separately to ensure transparency and to obtain formal Commission approval for the Airport vehicle purchase.

The City Commission approved funding for vehicle lease-purchases in the FY 2025–2026 adopted budget. The following vehicle is included in this request:

One (1) 2026 Ford F-250 SuperCab XL Trim 4X4, Airport Division

This vehicle will support both capital and operational needs at the Airport and contributes to fleet standardization, improving service reliability and maintenance efficiency.

Staff recommends the Commission take the following actions; authorize the city manager to sign all documents pertaining to this purchase and authorize the lease-purchase of these vehicles for the following reasons:

- A direct purchase of the vehicle under the Sourcewell cooperative contract would total \$69,536.00. Utilizing The Bancorp's lease-purchase agreement allows the City to finance the acquisition over five (5) years at an estimated annual cost of \$13,907.20, minimizing the impact on current-year cash flow.
- While purchasing outright would avoid financing charges and lower the total long-term cost, lease-purchasing helps preserve cash reserves and provides greater budgetary flexibility.
- All vehicles will be procured through the Sourcewell cooperative contract, exempting the transaction from competitive bidding requirements under Purchasing Ordinance Sec. 2-418. Cooperative purchasing offers cost advantages and expedites procurement.

OTHER OPTIONS

The Airport requires a truck with sufficient hauling capacity to transport the tractor and support airfield operations. The alternative option is to purchase the vehicle outright for \$69,536.00, which would require a larger single-year cash capital outlay.

FISCAL IMPACT

The estimated annual lease payment for the Airport vehicle is \$13,907.20 over a sixty (60)-month term. Funds for this lease-purchase were allocated in the FY 2025–2026 Airport budget.

ATTACHMENTS

Bancorp Lease Schedule