



## Staff Report

**TO:** City Council  
**FROM:** Thaxton Van Belle, Director of Water Reclamation  
Sunshine Sanchez, Management Analyst  
**DATE:** September 2, 2025  
**SUBJECT:** Approve a Purchase Order Increase of \$75,180 for Synagro West, LLC

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**Description:** Consideration of an increase in a Purchase Order (PO) for Synagro West, LLC, for sludge hauling services to pay the final invoice for Fiscal Year 24/25.

### **Background and Analysis:**

In June 2024, City staff presented a list of vendors expected to exceed the City Manager's purchasing authority of \$200,000 for the Fiscal Year 24/25 purchase of goods and general services, as established by Ordinance No. 1160.

Synagro West, LLC was included on that list, with an initial requisition amount of \$644,500 for the fiscal year.

Revenues were up 13.73% over projections due to increased connections and higher flows, which resulted in the need for additional treatment and hauling services.

As a result, the City has since exhausted the FY 24/25 Purchase Order balance, and an additional \$75,180 is now required to fulfill year-end obligations and close out the fiscal year. This increase will bring the total FY 24/25 PO amount to \$719,680 from the original approval of \$644,500.

### **Fiscal Impact:**

Sufficient funds are available in the Wastewater Contractual Services budget, GL 700-4050-7068-0000, to cover the requested increase.

The cost to prepare this staff report is estimated to be \$150.

### **Recommended Action:**

Approve a Purchase Order increase of \$75,180 for Synagro West, LLC.

**Attachments:**

- A. PO Change Form
- B. Synagro Invoice 58506
- C. Synagro Invoice 58595