



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 19, 2019  
Action Item for the City Council Meeting of March 26, 2019

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**DATE:** March 19, 2019  
**TO:** Keith Selman, Interim City Manager  
**FROM:** Kevin Norton, Director of Water Utilities  
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<p style="text-align: center;"><b>Service Agreement for the Purchase of Motors and Preventative Maintenance for Rotork Actuators for Utilities Department</b></p>
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**CAPTION:**

Resolution authorizing a two-year service agreement with Rotork Controls, Inc. of Houston, Texas for the purchase of two motors and preventative maintenance of Rotork actuators at Wesley Seale Dam for a total amount not to exceed \$68,218.

**PURPOSE:**

This item allows for the purchase of two non-standard class H motors and preventative maintenance of Rotork actuators, to include labor and materials for the Westley Seal Dam-Utilities Department.

**BACKGROUND AND FINDINGS:**

The Wesley Seale Dam is equipped with 60 crest gates. 33 crest gates are located on the North side and are operated manually via a hydraulic unit, and 27 gates are located on the South side and operated by Rotork actuators. These crest gates are primarily opened and closed during flood events. To prevent a failure, it is necessary to ensure that the actuators that control the opening and closing of the gates are properly maintained. This contract will provide annual preventative maintenance for the gate actuators for the South spillway crest gate. The purchase of the two non-standard class H motors will be stock items in case of a break-down to prevent down-time.

This is sole source purchase. Rotork Controls, Inc. is the only manufacturing company authorize to repair, replace and install these actuators.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Utilities Department - Water

**FINANCIAL IMPACT:**

X Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$40,000	\$48,321	\$88,321
Encumbered / Expended Amount	\$330	\$0	\$330
This item	\$19,897	\$48,321	\$68,218
<b>BALANCE</b>	\$19,773	\$0	\$19,773

Fund(s): Water

**Comments:** The cost is for a total amount not to exceed \$68,218 with \$19,897 funded in FY2018-19.

**RECOMMENDATION:**

Staff recommends approval of the resolution as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Resolution  
Price Sheet  
Service Agreement