



## INFORMAL STAFF REPORT

### MEMORANDUM

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**To:** Margie C. Rose, City Manager *MP*  
**Thru:** Mark Van Vleck, Assistant City Manager *MCA*  
**From:** Dan Grimsbo, Interim Director of Water Utilities *DG*  
**Date:** December 14, 2016  
**Subject:** Financial Information – Water Meters (16-1370)

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#### **Issue/Problem**

Councilwoman Vaughn requested additional information regarding \$73,708.22 reported having been expended and encumbered for water meter and service connection materials in Water Fund 4010.

#### **Background & Findings**

As of 11/22/16, \$73,708.22 had been expended or encumbered in the account for water meters and service connection materials in Water Fund 4010. \$48,164.64 was expended on a single purchase order to Neptune Technology Group for multiple sized water meters and registers needed to repair or replace residential and commercial water customer's equipment. \$25,543.57 was encumbered for the purchase of meter box lids, meters, and connection supplies.

#### **Conclusion**

Purchasing guidelines were followed for all expended and encumbered funds.