



MEMORANDUM

TO: City Council

FROM: Bill Robeson, Assistant City Manager/Public Works Director

BY: Shane Taylor, Utilities Manager

SUBJECT: Consideration to Authorize the Purchase of Water Meters

DATE: July 25, 2023

SUMMARY OF ACTION:

Authorize the annual bulk purchase of replacement water meters from Aqua Metric.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The FY 2023-24 Budget includes funding of \$53,500 in the Water Fund for new water meters and water meter replacements.

RECOMMENDATION:

Authorize the purchase of water meters from Aqua Metric in the amount of \$53,500 during FY 2023-24.

BACKGROUND:

The City's water distribution system currently has 6,600 metered connections. The Utilities Division budgets annually to purchase water meters for new connections and for replacement of old meters. The meter of choice for the last 35 years has been Sensus.

ANALYSIS OF ISSUES:

Per the City's Purchasing Policies and Procedures Manual, this purchase order is allowed as a sole source procurement because Aqua Metric is the only distributor of Sensus meters (Attachment 2). The authorization of a blanket purchase order in the amount of \$53,500 will allow the City to take advantage of free shipping on orders of \$20,000 or more, and will allow purchase of water meters and parts to meet the needs of the City for FY 2023-24.

ADVANTAGES:

A single purchase order with Aqua Metric will provide the most efficient and cost-effective method of purchasing the necessary Sensus water meter/parts in FY 2023-24.

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DISADVANTAGES:

No disadvantages noted at this time.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve a purchase order in the amount of \$53,500.
2. Do not approve the purchase order.
3. Modify as appropriate and approve staff's recommendations, or
4. Provide other directions to staff.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Quote from Aqua-Metric
2. Sole Source Distributor Letter from Aqua-Metric