

MEMORANDUM

DATE: March 26, 2014

TO: Steven D. Powers
City Administrator

FROM: Craig Hupy
Public Services Area Administrator

RE: Osburn Industries, Inc. Emergency Purchase Order Increase-Severe Winter

Restoration and maintenance efforts are continuing following the severe winter season. Field operations has exhausted their existing purchasing authorization of \$36,392.00 with our Aggregate Materials vendor, Osburn Industries, Inc. Field Operations is anticipating needing an additional \$36,750.00 of authorized spending authority for the remainder of the fiscal year to complete required maintenance.

This additional amount surpasses the threshold requiring City Council approval. As provided in City Code 1:316, the Field Operations Unit of the Public Services Area is seeking an emergency authorization from the City Administrator to grant an additional approval of \$36,750.00 of aggregate material purchases to complete required maintenance. Staff will prepare the appropriate resolution for council adoption at the next available meeting as required by City Code.

C: Jody Caldwell, Field Operations Manager



Approval
Steven D. Powers
City Administrator