

**MEMORANDUM**

**DATE:** February 12, 2014

**TO:** Steven D. Powers  
City Administrator

**FROM:** Craig Hupy  
Public Services Area Administrator

**RE:** Ellsworth Industries Emergency Purchase Order Request – Aggregate Material and Haul Out of Spoils from Utility Excavations

Due to extended periods of extreme low temperatures, related increase in number, scope and magnitude of water main breaks, Field Operations have exhausted their existing purchasing authorization of \$41,683 with our aggregate material vendor, Ellsworth Industries. Field Operations is anticipating needing an additional \$44,702 of authorized spending authority to complete maintenance activities related to water main breaks.

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 \$44,702 of spending authority for a total purchase order amount of \$86,385 with Ellsworth Industries to continue normal maintenance activities. 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