

# Memo

**To:** City Council  
**From:** John Haggard, Finance Director / Treasurer  
**Re:** Influent Screen Upgrade  
**Date:** May 3, 2023

The Sewer Department is requesting to sign a contract with Insite Engineers to upgrade influent screens at the plant.

This is a professional service and is therefore not subject to bid law.

The sewer fund has \$4.9M of budget for FY 2023 for capital purchases. Therefore, no budget adjustment is required.

Thanks,

A handwritten signature in black ink that reads "John Haggard". The signature is written in a cursive, flowing style.

John Haggard, CPA, CGFM