



**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** September 11, 2023

**Eric Buckman, City  
Manager:**

**Department:** Water

**Department Head Name:**

Robert Spreitzer

**Presenter:** Robert Spreitzer

**Kim Berry, City Clerk:**

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Pay Invoice for AMI Training

**BACKGROUND:**

The Water Department has been in the process of changing to AMI meter reading technology to keep up with the meter reading technology used by the Electric Department. The AMI hardware was ordered in May of 2022 and not received until January of 2023. The purchase order for the AMI Training and software was signed in June of 2022 and not delivered until August 2023.

**FISCAL EFFECT:**

This AMI metering conversion is being split between the Water and Wastewater Departments and is being funded with ARPA funds. We planned on having this training during the 2022-23 budget year however the training was not delivered until the 2023-24 budget year. This expense was not budgeted into the 2023-24 budget, thus making it necessary to amend this years budget. The ARPA funds are still available and will be used to cover this expense.

**SUPPORTING DOCUMENTATION:**

Please find the attached Purchase Order with Honeywell dated 6-3-2022 and invoices 5264581247, 5264542939, and 5264542941. The purchase order total is \$23,156 and the three invoices total \$21,778.20.

**RECOMMENDATION:**

Make motion to pay invoices to Honeywell in the amount of \$21,778.20 for AMI Training and software and amend the Water Meter Maintenance budget in the amount of \$21,778.20.