

TO: El Mirage City Council
J. Crystal Dyches, City Manager
Robert Nilles, Finance Director

FROM: Nick Russo, Public Works Director

SUBJECT: Purchase Order #20057

DATE: August 6, 2020

The purpose of this memo is to serve as notification of a procurement error in relation to purchase order #20057. The primary use of purchase order #20057 was to procure water meters for the City's water distribution system. During fiscal year 2019-2020, purchases in the amount of \$29,451.53 were charged to this purchase order that caused the purchase order threshold to be exceeded.

The reason that the purchase order was charged beyond the threshold was due to a staff vacancy and subsequent disconnect in the responsibility of water meter purchases.

Measures have since been taken to ensure that this will not occur again. These include confirmation with the vendor on a single point of contact for City purchases, enhanced meter supply protocols, and scheduled monitoring of purchase order balance status.