

TO: James L. App, City Manager
FROM: Jim Throop, Director of Administrative Service
SUBJECT: **Water Meter Reading Services**
DATE: May 18, 2010

NEEDS: For the City Council to consider a contract with Alexander's Contract Services Inc. to provide water meter reading services.

FACTS:

1. The City has approximately 10,300 active water utility accounts and each account requires a monthly water meter read.
2. Water meter reading has been outsourced for over 20 years.
3. The option to convert to Automatic Meter Reads (wireless meter reading), which would eliminate the need for manual meter reading, has been removed from the Capital Improvement Plan in order to assuage the amount of water rate increases.
4. The RFP for meter reading services was released on March 24, 2010 which included a published public notice. The RFP closed on April 23, 2010 with only one submission.
5. The only company to submit a response to was Alexander's Contract Services, Inc. This company is the City's current water meter reader.

ANALYSIS &

CONCLUSION: Until the City moves to Automated Meter Reading (AMR), it will be necessary to contract with a company to do the meter reads. Alexander's Contract Services, Inc. has provided competent meter reading services to the City for over twenty years.

FISCAL

IMPACT: The proposed rates from Alexander's are the same rates currently being charged to the City so there is no immediate increase in costs.

OPTIONS:

- a. **Adopt Resolution No. 10-xxx authorizing the City Manager to execute contract with Alexander's Contract Services to provide water meter reading services to the City.; or**
- b. **Amend, modify or reject above option.**

RESOLUTION NO. 10-xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES AUTHORIZING
THE CITY MANAGER TO EXECUTE A CONTRACT WITH ALEXANDER'S CONTRACT
SERVICES TO PROVIDE WATER METER READING SERVICES

WHEREAS, the City of Paso Robles provides water utility service to its citizens and businesses; and

WHEREAS, the water meters for each account must be read on a monthly basis so that proper billing of the accounts may occur; and

WHEREAS, the City released a request for proposal on March 24, 2010 with a submission date of April 23, 2010; and

WHEREAS, the City received one submission for water meter reading services, Alexander's Contract Services, Inc., which is the City's current water meter reading contractor; and

WHEREAS, the proposed rates for water meter reading are the same rates as are currently being charged by Alexander's;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of El Paso de Robles to authorize the City Manager to execute a contract with Alexander's Contract Services, Inc., for water meter reading services as provided in their proposal and the contract approved by the City Attorney.

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this 18th day of May, 2010 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Duane Picanco, Mayor

ATTEST:

Lonnie Dolan, Deputy City Clerk