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**MEMORANDUM**

**TOWN OF PONCE INLET – PUBLIC WORKS DIVISION**

THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.

**TO:** Jeaneen Witt, Town Manager  
**FROM:** Keith Gunter, General Manager of Public Works  
**DATE:** September 7<sup>th</sup>, 2016  
**SUBJECT:** Request to Surplus Old Water Meters

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**MEETING DATE: September 22nd, 2016**

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**Request to Surplus Property / Equipment**

As per procedure, staff requests to place on the Consent Agenda for the September 22<sup>nd</sup>, 2016 Town Council meeting, the following items:

- Qty. (27) 4" meters originally purchased at \$2,310 each totaling \$62,370.
- Qty. (3) 3" meters originally purchased at \$1,310 each totaling \$3,930.
- Qty. (12) 2" meters originally purchased at \$1,050 each totaling \$12,600.
- Qty. (7) 1<sup>1/2"</sup> meters originally purchased at \$910 each totaling \$6,370.

The above listed water meters are old and not functioning, and have already been replaced. They no longer serve a function to the Town of Ponce Inlet.

**Recommendations:**

It is staff's recommendation that the water meters be considered "Surplus Property". Upon approval of this request, it is the intention of the Public Works Division to sell the "Surplus" as scrap metal based upon the current variable market conditions.

KG/ad