

Memo

To: Mario Canizares, City Manager
From: Pam Curbow, Finance Director
Date: 2/18/2022
Re: Requested review of PD purchases



I have reviewed a sample of the purchases in question and have compiled a list of items that will need to be investigated further. The items and the related notes are attached. From a Finance standpoint, these purchases do not appear to be inappropriate on the surface as they mostly are normal authorized items. The issue will be related to the fact that PD staff is unable to locate these items at the PD facility. Of the items attached, the stamps and boots are the items that Finance would have issue with 1.) we do not provide boots to staff and 2.) staff must utilize the City postage machine as to receive the metered mail rate.

I have also attached the full list of items submitted for review. At this time, I felt that most of the items in question were not particularly suspicious in nature but more of a management issue i.e. City paid TPCA related travel... multiple uniform related items not ordered by the assigned PD staff....outside oil changes and not utilizing city garage etc If further review is requested I can start on that for you.